

air force tongue and quill

air force tongue and quill is the official guide for written communication in the United States Air Force, setting the standard for clear, concise, and effective correspondence. This comprehensive article explores the origins and purpose of the Air Force Tongue and Quill, its importance for professional military writing, key features, and best practices. Readers will discover how the Tongue and Quill shapes everything from email etiquette and memorandums to speeches and awards. Whether you are a service member, civilian employee, or anyone interested in military writing standards, this guide will equip you with essential insights, practical tips, and a deeper understanding of the vital role communication plays in the Air Force. Continue reading to uncover the structured approach, style recommendations, and real-world applications that make the Air Force Tongue and Quill indispensable for successful communication.

- Overview of the Air Force Tongue and Quill
- History and Evolution of Military Writing Standards
- Core Principles and Objectives
- Types of Official Air Force Correspondence
- Formatting and Style Guidelines
- Common Mistakes and How to Avoid Them
- Best Practices for Effective Communication
- Practical Applications in Daily Operations
- Frequently Asked Questions

Overview of the Air Force Tongue and Quill

The Air Force Tongue and Quill is more than just a handbook; it serves as the definitive reference for all written communication within the United States Air Force. Updated periodically to reflect changes in technology, culture, and mission requirements, it provides a consistent framework for everything from simple emails to complex official documents. The guide emphasizes clarity, professionalism, and efficiency, ensuring that messages are understood and acted upon quickly. By adhering to the standards set forth in the Tongue and Quill, Airmen and civilian personnel demonstrate their commitment to excellence in communication—a skill that directly impacts mission success and organizational integrity.

History and Evolution of Military Writing Standards

Military writing has a long tradition rooted in the need for precision, reliability, and authority. The Air Force Tongue and Quill evolved from earlier service manuals and correspondence guides, adapting to meet the demands of a modern, technologically advanced force. Historical documents show that clear communication has always been a cornerstone of effective leadership, whether issuing orders, reporting outcomes, or sharing critical information. Over the decades, the Tongue and Quill has incorporated lessons learned from operational experiences, ensuring that today's standards reflect both tradition and innovation.

Major Milestones in the Tongue and Quill's Development

- Early adoption of standardized templates for official correspondence
- Integration of digital communication formats, such as email
- Continuous updates to reflect changes in Air Force doctrine and culture
- Expansion to include guidance for speeches, awards, and ceremonial writing
- Emphasis on inclusivity, diversity, and respectful language

Core Principles and Objectives of the Tongue and Quill

The Tongue and Quill is anchored in several key principles that guide all Air Force communication. Its primary objective is to ensure that every message is clear, concise, and purposeful. To achieve this, the guide outlines standards for grammar, formatting, tone, and content. These principles help eliminate ambiguity and foster a professional environment where information flows effectively from leaders to subordinates and across units. The Tongue and Quill also underscores the importance of integrity, respect, and accountability in all written exchanges, supporting the core values of the Air Force.

Key Objectives

- Promote clarity and coherence in written communication
- Establish uniform standards for all official documents

- Enhance professionalism and credibility
- Support effective leadership and decision-making
- Facilitate mission accomplishment through reliable information exchange

Types of Official Air Force Correspondence

The Air Force Tongue and Quill categorizes official correspondence into distinct types, each with unique formatting and style requirements. Understanding these categories is essential for choosing the appropriate format and tone for any situation. The guide covers memorandums, letters, emails, speeches, reports, briefings, and more. Each type of document plays a specific role in operational, administrative, and ceremonial contexts.

Primary Forms of Written Communication

- Memorandums: Used for internal communication within the Air Force
- Official Letters: Employed for external or formal communication
- Emails: Facilitates quick, informal, but still professional exchanges
- Reports and Briefings: Used to convey detailed, structured information
- Speeches and Award Citations: Formal presentations and recognitions

Formatting and Style Guidelines in the Tongue and Quill

Adhering to proper formatting and style is crucial for ensuring consistency and professionalism. The Tongue and Quill provides detailed instructions on everything from font size and spacing to heading structure and paragraph alignment. These guidelines help Airmen present information in a way that is easily understood and visually appealing. Proper formatting also ensures that documents meet regulatory requirements and can be quickly processed or referenced.

Essential Formatting Elements

- Standardized headers and footers

- Logical organization through headings and subheadings
- Recommended font styles for readability
- Correct use of bullet points and numbering for lists
- Consistent use of abbreviations and acronyms

Style Recommendations

- Use active voice for clear, direct communication
- Avoid jargon and overly complex language
- Maintain a respectful and professional tone
- Limit the use of contractions and colloquialisms
- Proofread for grammar, spelling, and punctuation errors

Common Mistakes and How to Avoid Them

Despite clear guidelines, mistakes in Air Force correspondence are not uncommon. These errors can undermine authority, cause confusion, and delay mission-critical actions. The Tongue and Quill addresses frequent issues and provides strategies for prevention. Common mistakes include improper formatting, lack of clarity, excessive wordiness, and failure to tailor messages to the audience. By following the guide's recommendations, Airmen can avoid pitfalls and produce high-quality communication every time.

Frequent Errors in Air Force Writing

- Failing to follow the prescribed format
- Using passive or unclear language
- Omitting critical information or context
- Inconsistent use of abbreviations and acronyms
- Neglecting to proofread before sending or submitting

Best Practices for Effective Communication

Effective communication is essential for successful operations in the Air Force. The Tongue and Quill recommends several best practices to help ensure messages are received and understood as intended. These practices include knowing your audience, being concise, organizing information logically, and using plain language. Regular training and review of the guide help Airmen maintain proficiency and adapt to evolving standards.

Tips for Improving Your Air Force Writing

- Always identify the purpose of your communication before you begin
- Keep sentences short and focused
- Use bullet points or numbered lists for complex information
- Review and revise drafts to improve clarity and accuracy
- Seek feedback from peers or supervisors

Practical Applications in Daily Operations

The Air Force Tongue and Quill is not limited to formal writing; it also applies to everyday tasks and interactions. From drafting operational orders to preparing award nominations and managing electronic correspondence, the guide ensures that all written communication supports mission objectives. Supervisors use the Tongue and Quill to mentor junior personnel, while administrative staff rely on it to maintain consistency across departments. Its influence extends to public affairs, protocol, and even social media, demonstrating its versatility and enduring relevance.

Examples of Real-World Use

- Writing effective performance reports and evaluations
- Preparing official memoranda and policy documents
- Composing speeches for ceremonies and events
- Drafting clear and actionable emails
- Ensuring award citations meet recognition standards

Frequently Asked Questions

The Air Force Tongue and Quill raises many questions for new and seasoned personnel alike. Understanding its rules, applications, and updates is essential for maintaining high standards in communication. The following section answers common queries, helping readers navigate the complexities of Air Force writing and apply best practices in their daily roles.

Q: What is the Air Force Tongue and Quill?

A: The Air Force Tongue and Quill is the official guidebook for written communication in the United States Air Force, providing standards for formatting, style, and professionalism in all forms of correspondence.

Q: Why is clear communication important in the Air Force?

A: Clear communication ensures that instructions, information, and decisions are accurately understood and acted upon, supporting mission success and organizational integrity.

Q: What types of documents does the Tongue and Quill cover?

A: The Tongue and Quill covers memorandums, letters, emails, reports, briefings, speeches, award citations, and more.

Q: How often is the Tongue and Quill updated?

A: The Tongue and Quill is updated periodically to reflect changes in technology, Air Force doctrine, and best practices in communication.

Q: Who should use the Tongue and Quill?

A: All Air Force personnel, including officers, enlisted members, and civilian employees, should use the Tongue and Quill for official written communication.

Q: What are some common mistakes to avoid when using the Tongue and Quill?

A: Common mistakes include improper formatting, unclear language, excessive wordiness, and failure to proofread.

Q: How can I improve my Air Force writing skills?

A: Regularly reviewing the Tongue and Quill, seeking feedback, and practicing concise writing are effective ways to improve communication skills.

Q: Is the Tongue and Quill relevant for digital communication?

A: Yes, the guide includes standards and recommendations for emails and other forms of electronic correspondence.

Q: What role does the Tongue and Quill play in leadership?

A: Effective written communication is vital for leadership, helping leaders convey intent, build trust, and ensure accountability.

Q: Can civilians use the Tongue and Quill?

A: Yes, civilian employees and contractors working within the Air Force are encouraged to follow the Tongue and Quill for official writing.

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Air Force Tongue and Quill: Mastering the Art of Military Communication

Are you fascinated by the precision and power of military communication? Do you dream of crafting compelling narratives that inform, persuade, and inspire? Then you need to understand the "Air Force Tongue and Quill"—a tradition that goes beyond mere writing; it's about mastering the art of effective military communication. This comprehensive guide dives deep into the history, principles, and modern applications of this essential skill, equipping you with the knowledge to understand and even emulate its effectiveness. We'll explore its importance, the core principles it embodies, and how you can apply similar strategies in your own writing and communication.

What is Air Force Tongue and Quill?

The term "Tongue and Quill" reflects the dual nature of effective communication within the Air Force. "Tongue" represents the spoken word – presentations, briefings, public speaking – while "Quill" signifies the written word – reports, memos, policy documents. Both are critical components of clear, concise, and impactful communication. It's not just about grammar and spelling; it's about conveying complex information accurately and persuasively to diverse audiences, from fellow airmen to high-ranking officials. Mastering the Air Force Tongue and Quill means being able to communicate effectively regardless of the medium.

The Historical Roots of Tongue and Quill

The emphasis on clear communication within the Air Force has deep historical roots. From the earliest days of aviation, effective communication was crucial for mission success. Precise language, both verbal and written, was essential for coordinating complex maneuvers, relaying crucial information during flight, and ensuring the safety of personnel. This need for accuracy and precision laid the groundwork for the emphasis on Tongue and Quill training that continues to this day. The evolution of technology, from radio communication to modern digital platforms, has only amplified this need.

Core Principles of Air Force Tongue and Quill

Effective communication, whether spoken or written, relies on several key principles:

1. Clarity and Conciseness:

The Air Force emphasizes clear, concise writing that avoids jargon and ambiguity. Every word must serve a purpose. Redundancy is eliminated, and sentences are structured for maximum impact. This is crucial in high-pressure situations where misinterpretations can have serious consequences.

2. Accuracy and Objectivity:

Accuracy is paramount. Information must be factually correct and free from bias. Objective reporting is vital for ensuring that decisions are based on sound information, not speculation or personal opinions. This rigorous approach extends to both verbal and written communication.

3. Audience Awareness:

Effective communication requires tailoring your message to your audience. A briefing for senior officers will differ significantly from a presentation to junior enlisted personnel. Understanding your audience's background, knowledge level, and needs is crucial for ensuring your message resonates.

4. Professionalism and Tone:

Maintaining a professional tone in all communications is essential. This includes appropriate language, respectful addressing, and a focus on conveying information effectively without emotional outbursts or inappropriate language.

Modern Applications of Air Force Tongue and Quill

The principles of Tongue and Quill aren't confined to military contexts. These skills are highly transferable to various civilian professions, including:

Business Communication: Crafting compelling proposals, writing effective emails, and delivering persuasive presentations are crucial in today's business world. The clarity and conciseness emphasized by the Air Force are universally valued.

Technical Writing: The ability to clearly explain complex technical information is invaluable in fields like engineering, software development, and medicine. The precision of Air Force writing is a valuable asset.

Public Relations and Journalism: The ability to convey information accurately and objectively is essential for effective public relations and journalism.

How to Improve Your Own Tongue and Quill Skills

Regardless of your profession, improving your communication skills is a worthwhile endeavor. Here are some practical steps:

Read widely: Immerse yourself in well-written material to develop a strong sense of style and structure.

Practice writing regularly: The more you write, the better you'll become.

Seek feedback: Ask others to review your writing and provide constructive criticism.

Take a writing course: Formal training can significantly improve your writing skills.

Practice public speaking: Develop confidence and skill in delivering presentations.

Conclusion

The Air Force Tongue and Quill represents a high standard of military communication, emphasizing clarity, accuracy, and audience awareness. While originating within a military context, its principles are applicable to a wide range of professional settings. By mastering these techniques, you can significantly enhance your communication skills and achieve greater success in your personal and professional life. The ability to effectively communicate, both verbally and in writing, remains a highly valued skill in the modern world.

FAQs

1. Are there specific Air Force Tongue and Quill courses available to civilians? While official Air Force training is not generally available to civilians, many civilian institutions offer courses in professional writing and public speaking that cover similar principles.
2. How can I assess my own Tongue and Quill skills? Review your past written and verbal communication. Ask yourself: Was it clear, concise, accurate, and appropriate for the audience? Constructive criticism from colleagues or mentors can also be helpful.
3. Is the focus on brevity always beneficial? While brevity is important, it shouldn't come at the cost of clarity. Ensure that your message is complete and easily understood, even if it requires a few extra words.
4. How does Tongue and Quill differ from other forms of professional communication? The emphasis on precision and accuracy in high-stakes situations distinguishes Tongue and Quill. While other professional writing styles prioritize different elements, the focus on unambiguous communication remains central.
5. Can practicing Tongue and Quill principles enhance my leadership skills? Absolutely. Effective communication is a cornerstone of strong leadership. The ability to clearly articulate vision, provide direction, and motivate others is directly enhanced by mastering these principles.

air force tongue and quill: The Tongue and Quill Air Force, 2019-10-11 The Tongue and Quill has been a valued Air Force resource for decades and many Airmen from our Total Force of uniformed and civilian members have contributed their talents to various editions over the years. This revision is built upon the foundation of governing directives and user's inputs from the unit level all the way up to Headquarters Air Force. A small team of Total Force Airmen from the Air University, the United States Air Force Academy, Headquarters Air Education and Training Command (AETC), the Air Force Reserve Command (AFRC), Air National Guard (ANG), and Headquarters Air Force compiled inputs from the field and rebuilt The Tongue and Quill to meet the needs of today's Airmen. The team put many hours into this effort over a span of almost two years to improve the content, relevance, and organization of material throughout this handbook. As the final files go to press it is the desire of The Tongue and Quill team to say thank you to every Airman who assisted in making this edition better; you have our sincere appreciation!

air force tongue and quill: The Tongue and Quill: Air Force Afh 33-337 Air Force Handbook
Certified Current 27 July 2016 Usaf, 2018-10-08 The Tongue and Quill - AFH 33-337 is one of the most used and Air Force Handbooks to date. This is the most up to date edition. (Certified current as of July 27, 2016.) Direct from the ePub repository. The men and women of the United States Air Force must communicate clearly and effectively to carry out our missions. Although we live in an era of rapid personal and mass communication that was barely imagined just a few years ago, our Air Force still requires face-to-face briefings, background papers, and staff packages to keep the mission moving forward. This handbook provides the information to ensure clear communications--written or spoken. The Tongue and Quill has been a valued Air Force resource for decades and many Airmen from our Total Force of uniformed and civilian members have contributed their talents to various editions over the years. This revision is built upon the foundation of governing directives user's inputs from the unit level all the way up to Headquarters Air Force. A small team of Total Force Airmen from the Air University, the United States Air Force Academy,

Headquarters Air Education and Training Command (AETC), the Air Force Reserve Command (AFRC), Air National Guard (ANG), and Headquarters Air Force compiled inputs from the field and rebuilt Tongue and Quill to meet the needs of today's Airmen. The team put many hours into this effort over a span of almost two years to improve the content, relevance, and organization of material throughout this handbook. As the final files go to press it is the desire of The Tongue and Quill team to say thank you to every Airman who assisted in making this edition better; you have our sincere appreciation! The Air Force Handbook (AFH) 33-337 is a guideline for speakers, writers, and presenters. The Tongue and Quill, as it's known, is widely used by Air Force military and civilian members, professional military school educators and students, and civilian corporations around the U.S.

air force tongue and quill: The Tongue and Quill , 1997

air force tongue and quill: Air Force Handbook Afh 33-337 the Tongue and Quill 27 May 2015 United States Government US Air Force, 2015-06-07 This printing of Air Force Handbook AFH 33-337 The Tongue and Quill 27 May 2015 includes the following parts and chapters: PART I: COMMUNICATON BASICS Chapter 1: A Basic Philosophy of Communication Chapter 2: Seven Steps to Effective Communication: An Overview PART II: PREPARING TO WRITE AND SPEAK Chapter 3: Step 1: Analyze Purpose and Audience Chapter 4: Step 2: Research Your Topic Chapter 5: Step 3: Support Your Ideas Chapter 6: Step 4: Organize and Outline PART III: WRITING WITH FOCUS Chapter 7: Step 5: Draft Chapter 8: Step 6: Edit Chapter 9: Step 7: Fight for Feedback and Get Approval PART IV: FACE-TO-FACE COMMUNICATION Chapter 10: Air Force Speaking Chapter 11: Effective Listening Strategies PART V: WORKPLACE CHALLENGES Chapter 12: Electronic Communication and Social Media Chapter 13: Meetings PART VI: Document Standards Chapter 14: The Official Memorandum Chapter 15: The Personal Letter Chapter 16: Air Force Papers Chapter 17: The Staff Study Chapter 18: The Staff Package Chapter 19: Writing Better Bullet Statements Chapter 20: The Official Biography Chapter 21: The Resume Chapter 22: Envelopes and Mail Chapter 23: Air Force Publications and Forms Part VII: Writing Mechanics Chapter 24: Writing Terminology Chapter 25: Punctuation Chapter 26: Abbreviations Chapter 27: Capitalization Chapter 28: Numbers

air force tongue and quill: The Tongue and Quill: Communication Is an Essential Tool for the Twenty-First Century Air Force Sharon McBride, 2012-02-25 The Tongue and Quill is dedicated to every man and woman in today's Air Force who will ever sling ink at paper, pound a keyboard, give a briefing, or staff a package to support the mission. Currently, The Tongue and Quill is widely used by Air Force military and civilian members, professional military school educators and students, and civilian corporations around the United States. What started as a research paper nearly 30 years ago has become the Air Force's leading reference on writing and speaking. In 1975, then-Air Command and Staff College student Maj. Hank Staley submitted as his research paper the first version of what is now The Tongue and Quill. This is the most current edition published by the US Airforce and includes, for example, the latest materials regarding electronic communications and social media approved as of November, 2011. Previous revisions include improved organization of the information, a rearranged layout, updated quotes, art and word lists, and new information on writing and speaking such as persuasive communications, meetings, briefings and electronic communications. This is a full-size current edition of this valuable resources. Air Force Handbook (AFH) 33-337

air force tongue and quill: The Tongue and Quill H. A. Staley, 1982

air force tongue and quill: Stripes Hamp Lee III, 2017-04

air force tongue and quill: Brown Bag Lessons Don Alexander, Eric R Jaren, 2012 Brown Bag Lessons, The Magic of Bullet Writing centers on effective bullet writing and guarantees immediate improvement. Skillful writing doesn't have to be difficult. No other book approaches writing the way this book does, and no other book teaches these techniques. After reading this book, you will fully understand how to write strong bullets and why every word matters. In 2003 the author created a seminar to teach a fair and consistent process to evaluate recognition packages. This seminar

transformed an entire organization within six months. Since then, the techniques have decisively transformed the writing, recognition, and promotions of every organization applying them. The practices in this book continue to positively impact the Air Force and sister services through professional military education. In addition, the concepts have helped transitioning service members and college students better communicate acquired capabilities and competencies on their résumés. Read on to discover the magic and open your eyes to a brand new way to look at writing. The US Air Force promotion system emphasizes the importance of documenting your very best accomplishments. Under this system, promotion comes from the most recent performance reports, so Airmen must communicate the best accomplishments and not just words that fill the white space. This Magic of Bullet Writing will ensure you know how to articulate not just what you are doing but also convey your strongest competencies and capabilities so the promotion board can fully assess your readiness for promotion. Training materials that correspond to the lessons in this book are available for free download at <http://www.brownbaglessons.com>. Are you ready for the magic?

air force tongue and quill: Air Force Writing Guide Msgt R. Parker, 2010-03-01 Drawing from over 24 years of experience in units around the world, the author provides information on and examples of Air Force writing requirements that can't be found anywhere else. This book is packed with clear guidance on the best strategy for advancement through the ranks including how to write exceptional Enlisted Performance Reports and Awards that will increase your chances for recognition and promotion. Included are sections on common NCO writing tasks such as Letters of Counseling, Letters of Appreciation, Trip Reports, and much, much more!

air force tongue and quill: Air Force Handbook Afh 33-337 the Tongue and Quill and Air Force Manual Afm 33-326 Communications and Information 25 November 2011 United States Government Air Force, 2013-07-04 This printing of Air Force Handbook AFH 33-337 The Tongue and Quill and Air Force Manual AFM 33-326 Communications and Information 25 November 2011 includes the following information in one convenient consolidated document: PART I: COMMUNICATION BASICS Chapter 1: A Basic Philosophy of Communication Chapter 2: Seven Steps to Effective Communication: An Overview PART II: PREPARING TO WRITE AND SPEAK Chapter 3: Analyzing Purpose and Audience Chapter 4: Researching Your Topic Chapter 5: Supporting Your Ideas Chapter 6: Organizing and Outlining Your Thoughts PART III: WRITING WITH FOCUS Chapter 7: Writing Your Draft Chapter 8: Editing Your Draft Chapter 9: Fighting for Feedback and Getting Approval PART IV: FACE-TO-FACE: SPEAKING AND LISTENING Chapter 10: Air Force Speaking Chapter 11: Effective Listening Strategies PART V: WORKPLACE CHALLENGES Chapter 12: Electronic Communication Chapter 13: Meetings PART VI: AIR FORCE WRITING PRODUCTS AND TEMPLATES The Quill Personal Letter Official Memorandum In Turn Memo Indorsement Memo Short-Note Reply Memorandum for Record Trip Report Staff Study Report Talking Paper Bullet Background Paper Background Paper Position Paper Staff Summary Sheet Performance Report Awards and Decorations Air Force Publications Biography Résumé Envelope APPENDIX 1: THE MECHANICS OF WRITING Glossary of Common Grammatical and Writing Terms Punctuation Guidelines: An Alphabetical Listing Abbreviating ABCs Capitalization Guidelines Numbers, Numbers, Numbers APPENDIX 2: THE MECHANICS OF RESEARCH APPENDIX 3: EFFECTIVE READING STRATEGIES APPENDIX 4: BIBLIOGRAPHY AND OTHER REFERENCES THE INDEX And AFMAN 33-326: Chapter 1—COMMUNICATIONS MANAGEMENT 1.1. Formats Unique to Headquarters Air Force (HAF) 1.2. Plain Language. 1.3. Writers' Responsibilities. 1.4. Suspense Actions. 1.5. Coordination Process. Chapter 2—STATIONERY STANDARDS AND USES 2.1. Paper Standards. Table 2.1. Paper Quality. 2.2. Standard Letterhead. 2.3. Pre-printed Letterhead. 2.4. Computer-Generated Letterhead. 2.5. Headquarters United States Air Force (HQ USAF) Letterhead. 2.6. Department of Defense (DoD) Programs and Activities Letterhead. 2.7. Slogans. 2.8. Logograms (Logos). Figure 2.1. Design of Official Stationery. Chapter 3—THE OFFICIAL MEMORANDUM, COMMUNICATION MANAGEMENT FORMS AND OTHER TYPES OF WRITTEN COMMUNICATION 3.1. Official Memorandums. 3.2. AF Form 74, Communication Status Notice/Request. 3.3. AF Form 388, Communication Control Record. 3.4. AF Form 1768, Staff Summary Sheet. Figure 3.1. Sample

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air force tongue and quill: Sophie's World Jostein Gaarder, 2007-03-20 A page-turning novel that is also an exploration of the great philosophical concepts of Western thought, Jostein Gaarder's *Sophie's World* has fired the imagination of readers all over the world, with more than twenty million copies in print. One day fourteen-year-old Sophie Amundsen comes home from school to find in her mailbox two notes, with one question on each: Who are you? and Where does the world come from? From that irresistible beginning, Sophie becomes obsessed with questions that take her far beyond what she knows of her Norwegian village. Through those letters, she enrolls in a kind of correspondence course, covering Socrates to Sartre, with a mysterious philosopher, while receiving letters addressed to another girl. Who is Hilde? And why does her mail keep turning up? To unravel this riddle, Sophie must use the philosophy she is learning—but the truth turns out to be far more complicated than she could have imagined.

air force tongue and quill: Brother David Chariandy, 2017-09-26 The long-awaited second novel from David Chariandy, whose debut, *Soucouyant*, was nominated for nearly every major literary prize in Canada and published internationally. An intensely beautiful, searingly powerful, tightly constructed novel, *Brother* explores questions of masculinity, family, race, and identity as they are played out in a Scarborough housing complex during the sweltering heat and simmering violence of the summer of 1991. With shimmering prose and mesmerizing precision, David Chariandy takes us inside the lives of Michael and Francis. They are the sons of Trinidadian immigrants, their father has disappeared and their mother works double, sometimes triple shifts so her boys might fulfill the elusive promise of their adopted home. Coming of age in *The Park*, a cluster of town houses and leaning concrete towers in the disparaged outskirts of a sprawling city, Michael and Francis battle against the careless prejudices and low expectations that confront them as young men of black and brown ancestry -- teachers stream them into general classes; shopkeepers see them only as thieves; and strangers quicken their pace when the brothers are behind them. Always Michael and Francis escape into the cool air of the Rouge Valley, a scar of green wilderness that cuts through their neighbourhood, where they are free to imagine better lives for themselves. Propelled by the pulsing beats and styles of hip hop, Francis, the older of the two brothers, dreams of a future in music. Michael's dreams are of Aisha, the smartest girl in their high school whose own eyes are firmly set on a life elsewhere. But the bright hopes of all three are violently, irrevocably thwarted by a tragic shooting, and the police crackdown and suffocating suspicion that follow. With devastating emotional force David Chariandy, a unique and exciting voice in Canadian literature, crafts a heartbreaking and timely story about the profound love that exists between brothers and the senseless loss of lives cut short with the shot of a gun.

air force tongue and quill: Air University Au-1 Style and Author Guide Air University Staff, 2005-04 The Style Guide, part one of this publication, provides guidance to Air University's community of writers. It offers a coherent, consistent stylistic base for writing and editing. The Author Guide part two of this publication, offers simple, concise instructions to writers who wish to submit a manuscript to AUPress for consideration.

air force tongue and quill: *The Conduct of Life* Ralph Waldo Emerson, 1861

air force tongue and quill: Air Force Handbook 1 U. S. Air Force, 2018-07-17 This handbook implements AFD 36-22, Air Force Military Training. Information in this handbook is primarily from

Air Force publications and contains a compilation of policies, procedures, and standards that guide Airmen's actions within the Profession of Arms. This handbook applies to the Regular Air Force, Air Force Reserve and Air National Guard. This handbook contains the basic information Airmen need to understand the professionalism required within the Profession of Arms. Attachment 1 contains references and supporting information used in this publication. This handbook is the sole source reference for the development of study guides to support the enlisted promotion system. Enlisted Airmen will use these study guide to prepare for their Promotion Fitness Examination (PFE) or United States Air Force Supervisory Examination (USAFSE).

air force tongue and quill: Air Force Handbook AFH 33-337 the Tongue and Quill and Air Force Manual AFM 33-326 Communications and Information 25 November 2011 United States Government US Army, 2013-06-29 This printing of Air Force Handbook AFH 33-337 The Tongue and Quill and Air Force Manual AFM 33-326 Communications and Information 25 November 2011 includes the following information in one convenient consolidated document: PART I: COMMUNICATON BASICS Chapter 1: A Basic Philosophy of Communication Chapter 2: Seven Steps to Effective Communication: An Overview PART II: PREPARING TO WRITE AND SPEAK Chapter 3: Analyzing Purpose and Audience Chapter 4: Researching Your Topic Chapter 5: Supporting Your Ideas Chapter 6: Organizing and Outlining Your Thoughts PART III: WRITING WITH FOCUS Chapter 7: Writing Your Draft Chapter 8: Editing Your Draft Chapter 9: Fighting for Feedback and Getting Approval PART IV: FACE-TO-FACE: SPEAKING AND LISTENING Chapter 10: Air Force Speaking Chapter 11: Effective Listening Strategies PART V: WORKPLACE CHALLENGES Chapter 12: Electronic Communication Chapter 13: Meetings PART VI: AIR FORCE WRITING PRODUCTS AND TEMPLATES The Quill Personal Letter Official Memorandum In Turn Memo Indorsement Memo Short-Note Reply Memorandum for Record Trip Report Staff Study Report Talking Paper Bullet Background Paper Background Paper Position Paper Staff Summary Sheet Performance Report Awards and Decorations Air Force Publications Biography Résumé Envelope APPENDIX 1: THE MECHANICS OF WRITING Glossary of Common Grammatical and Writing Terms Punctuation Guidelines: An Alphabetical Listing Abbreviating ABCs Capitalization Guidelines Numbers, Numbers, Numbers APPENDIX 2: THE MECHANICS OF RESEARCH APPENDIX 3: EFFECTIVE READING STRATEGIES APPENDIX 4: BIBLIOGRAPHY AND OTHER REFERENCES THE INDEX And AFMAN 33-326: Chapter 1-COMMUNICATIONS MANAGEMENT 1.1. Formats Unique to Headquarters Air Force (HAF) 1.2. Plain Language. 1.3. Writers' Responsibilities. 1.4. Suspense Actions. 1.5. Coordination Process. Chapter 2-STATIONERY STANDARDS AND USES 2.1. Paper Standards. Table 2.1. Paper Quality. 2.2. Standard Letterhead. 2.3. Pre-printed Letterhead. 2.4. Computer-Generated Letterhead. 2.5. Headquarters United States Air Force (HQ USAF) Letterhead. 2.6. Department of Defense (DoD) Programs and Activities Letterhead. 2.7. Slogans. 2.8. Logograms (Logos). Figure 2.1. Design of Official Stationery. Chapter 3-THE OFFICIAL MEMORANDUM, COMMUNICATION MANAGEMENT FORMS AND OTHER TYPES OF WRITTEN COMMUNICATION 3.1. Official Memorandums. 3.2. AF Form 74, Communication Status Notice/Request. 3.3. AF Form 388, Communication Control Record. 3.4. AF Form 1768, Staff Summary Sheet. Figure 3.1. Sample AF Form 1768, Staff Summary Sheet, and Instructions. Chapter 4-GUIDE AND FORM MEMORANDUMS 4.1. Guide Memorandums. 4.2. Form Memorandums. Table 4.1. Form Memorandum (Justified). 4.3. Other Written Communication Types. Chapter 5-USE OF ENVELOPES 16 AFMAN33-326 25 NOVEMBER 2011 5.1. General Information. 5.2. Envelope Size. 5.3. Addressing the Envelope. Figure 5.1. Envelope Address Position and Format. Figure 5.2. Printing Addresses and Return Addresses. 5.4. Machine-Processed Mailing. 5.5. Mailing Labels, Cards, and Self-Mailers. 5.6. Preparation and Content of Mail Indicia. 5.7. Preparing Envelopes for Classified Material. Attachment 1-GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION Attachment 2-DEPARTMENT OF THE AIR FORCE SEAL, COAT OF ARMS, AND CREST

air force tongue and quill: **Ask a Manager** Alison Green, 2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison

Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You’ll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you’re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate’s loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for *Ask a Manager* “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s *Ask a Manager* column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “*Ask a Manager* is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

air force tongue and quill: *Fast Food Nation* Eric Schlosser, 2012 An exploration of the fast food industry in the United States, from its roots to its long-term consequences.

air force tongue and quill: *Alias Grace* Margaret Atwood, 2011-06-08 The bestselling author of *The Handmaid’s Tale* and *The Testaments* reveals the life of one of the most notorious women of the nineteenth century in this shadowy, fascinating novel (Time). • A Netflix original miniseries. It’s 1843, and Grace Marks has been convicted for her involvement in the vicious murders of her employer and his housekeeper and mistress. Some believe Grace is innocent; others think her evil or insane. Now serving a life sentence, Grace claims to have no memory of the murders. An up-and-coming expert in the burgeoning field of mental illness is engaged by a group of reformers and spiritualists who seek a pardon for Grace. He listens to her story while bringing her closer and closer to the day she cannot remember. What will he find in attempting to unlock her memories? Captivating and disturbing, *Alias Grace* showcases bestselling, Booker Prize-winning author Margaret Atwood at the peak of her powers.

air force tongue and quill: *The Children’s Book* A. S. Byatt, 2009-11-03 From the renowned author of *Possession*, *The Children’s Book* is the absorbing story of the close of what has been called the Edwardian summer: the deceptively languid, blissful period that ended with the cataclysmic destruction of World War I. In this compelling novel, A.S. Byatt summons up a whole era, revealing that beneath its golden surface lay tensions that would explode into war, revolution and unbelievable change — for the generation that came of age before 1914 and, most of all, for their children. The novel centres around Olive Wellwood, a fairy tale writer, and her circle, which includes the brilliant, erratic craftsman Benedict Fludd and his apprentice Phillip Warren, a runaway from the poverty of the Potteries; Prosper Cain, the soldier who directs what will become the Victoria and Albert Museum; Olive’s brother-in-law Basil Wellwood, an officer of the Bank of England; and many others from every layer of society. A.S. Byatt traces their lives in intimate detail and moves between generations, following the children who must choose whether to follow the roles expected of them or stand up to their parents’ “porcelain socialism.” Olive’s daughter Dorothy wishes to become a doctor, while her other daughter, Hedda, wants to fight for votes for women. Her son Tom, sent to an upper-class school, wants nothing more than to spend time in the woods, tracking birds and foxes. Her nephew Charles becomes embroiled with German-influenced revolutionaries. Their portraits connect the political issues at the heart of nascent feminism and socialism with grave personal dilemmas, interlacing until *The Children’s Book* becomes a perfect depiction of an entire

world. Olive is a fairy tale writer in the era of Peter Pan and Kenneth Grahame's *The Wind In the Willows*, not long after Alice's *Adventures in Wonderland*. At a time when children in England suffered deprivation by the millions, the concept of childhood was being refined and elaborated in ways that still influence us today. For each of her children, Olive writes a special, private book, bound in a different colour and placed on a shelf; when these same children are ferried off into the unrelenting destruction of the Great War, the reader is left to wonder who the real children in this novel are. *The Children's Book* is an astonishing novel. It is an historical feat that brings to life an era that helped shape our own as well as a gripping, personal novel about parents and children, life's most painful struggles and its richest pleasures. No other writer could have imagined it or created it.

air force tongue and quill: *The Ladies' Book of Etiquette, and Manual of Politeness* Florence Hartley, 1872 In preparing a book of etiquette for ladies, I would lay down as the first rule, Do unto others as you would others should do to you. You can never be rude if you bear the rule always in mind, for what lady likes to be treated rudely? True Christian politeness will always be the result of an unselfish regard for the feelings of others, and though you may err in the ceremonious points of etiquette, you will never be impolite. Politeness, founded upon such a rule, becomes the expression, in graceful manner, of social virtues. The spirit of politeness consists in a certain attention to forms and ceremonies, which are meant both to please others and ourselves, and to make others pleased with us; a still clearer definition may be given by saying that politeness is goodness of heart put into daily practice; there can be no _true_ politeness without kindness, purity, singleness of heart, and sensibility.

air force tongue and quill: *Letters and Social Aims* Ralph Waldo Emerson, 1888

air force tongue and quill: **Joint Ethics Regulation (JER).** United States. Department of Defense, 1997

air force tongue and quill: Signs and Symbols Adrian Frutiger, 1998 Discusses the elements of a sign, and looks at pictograms, alphabets, calligraphy, monograms, text type, numerical signs, symbols, and trademarks.

air force tongue and quill: **All Its Charms** Keetje Kuipers, 2019 An intimate poetic journey through the transitions, both physical and foundational, of choosing single motherhood and creating a queer family.

air force tongue and quill: *The Headmaster's Wager* Vincent Lam, 2012-04-24 From Giller Prize winner, internationally acclaimed, and bestselling author Vincent Lam comes a superbly crafted, highly suspenseful, and deeply affecting novel set against the turmoil of the Vietnam War. Percival Chen is the headmaster of the most respected English school in Saigon. He is also a bon vivant, a compulsive gambler and an incorrigible womanizer. He is well accustomed to bribing a forever-changing list of government officials in order to maintain the elite status of the Chen Academy. He is fiercely proud of his Chinese heritage, and quick to spot the business opportunities rife in a divided country. He devotedly ignores all news of the fighting that swirls around him, choosing instead to read the faces of his opponents at high-stakes mahjong tables. But when his only son gets in trouble with the Vietnamese authorities, Percival faces the limits of his connections and wealth and is forced to send him away. In the loneliness that follows, Percival finds solace in Jacqueline, a beautiful woman of mixed French and Vietnamese heritage, and Laing Jai, a son born to them on the eve of the Tet offensive. Percival's new-found happiness is precarious, and as the complexities of war encroach further and further into his world, he must confront the tragedy of all he has refused to see. Blessed with intriguingly flawed characters moving through a richly drawn historical and physical landscape, *The Headmaster's Wager* is a riveting story of love, betrayal and sacrifice.

air force tongue and quill: *Microbe Hunters* Paul De Kruif, 1926 First published in 1927.

air force tongue and quill: *The Jungle Book* Rudyard Kipling, 1920

air force tongue and quill: Middlemarch George Eliott, 2009-03-09 An extraordinary masterpiece written from personal experience, *Middlemarch* is a deep psychological observation of

human nature that revolves around the issues of love, jealousy, and obligation. Eliot's feminist views are apparent through the novel: she stresses the fact that women should control their own lives.

air force tongue and quill: Applied Engineering Principles Manual - Training Manual (NAVSEA) Naval Sea Systems Command, 2019-07-15 Chapter 1 ELECTRICAL REVIEW 1.1 Fundamentals Of Electricity 1.2 Alternating Current Theory 1.3 Three-Phase Systems And Transformers 1.4 Generators 1.5 Motors 1.6 Motor Controllers 1.7 Electrical Safety 1.8 Storage Batteries 1.9 Electrical Measuring Instruments Chapter 2 ELECTRONICS REVIEW 2.1 Solid State Devices 2.2 Magnetic Amplifiers 2.3 Thermocouples 2.4 Resistance Thermometry 2.5 Nuclear Radiation Detectors 2.6 Nuclear Instrumentation Circuits 2.7 Differential Transformers 2.8 D-C Power Supplies 2.9 Digital Integrated Circuit Devices 2.10 Microprocessor-Based Computer Systems Chapter 3 REACTOR THEORY REVIEW 3.1 Basics 3.2 Stability Of The Nucleus 3.3 Reactions 3.4 Fission 3.5 Nuclear Reaction Cross Sections 3.6 Neutron Slowing Down 3.7 Thermal Equilibrium 3.8 Neutron Density, Flux, Reaction Rates, And Power 3.9 Slowing Down, Diffusion, And Migration Lengths 3.10 Neutron Life Cycle And The Six-Factor Formula 3.11 Buckling, Leakage, And Flux Shapes 3.12 Multiplication Factor 3.13 Temperature Coefficient...

air force tongue and quill: Health Aspects of Chemical and Biological Weapons World Health Organization, 1970

air force tongue and quill: AF Form 133, Oath of Office (military Personnel). United States. Department of the Air Force, 1987

air force tongue and quill: Air Force Officer's Guide Col. Stephen E. Wright USAF (Ret.), 2014-07-15 Air Force officers of all ranks, from cadets to generals, both active duty and reserves, will find this revised edition essential reading for a successful career. Fully updated with the latest changes to Air Force policy and procedure, this military reference guide includes: • Current guidelines for training, conduct, pay and benefits, decorations and awards, and more • Extensive updates to uniforms and insignia • Information on family services and benefits • Revised charts, illustrations, and sample forms

air force tongue and quill: The Silver Canvas Bates Lowry, Isabel Barrett Lowry, 2000-02-03 By the middle of the nineteenth century, the most common method of photography was the daguerreotype—Louis Jacques Mandé Daguerre's miraculous invention that captured in a camera visual images on a highly polished silver surface through exposure to light. In this book are presented nearly eighty masterpieces—many never previously published—from the J. Paul Getty Museum's extensive daguerreotype collection.

air force tongue and quill: The Unmapped Mind Christian Donlan, 2018-04-05 'Remarkable and revelatory, a dazzling achievement. Quietly electrifying' Sunday Times On the day his daughter takes her first steps Christian Donlan discovers he has an incurable neurological disease, multiple sclerosis. As his young daughter starts to investigate the world around her, he too finds himself exploring a new landscape - the shifting and bewildering territory of the brain. Determined to master his new environment, Christian takes us on a fascinating and illuminating journey: through the history of neurology, the joys and anxieties of parenthood, and the ultimate realisation of what, after everything you take for granted has been stripped away from you, is truly important in life. 'This is not a tale of tragedy but one of re-engaging with the world - or realising what's truly important' Stylist 'An amazing and wonderful piece of writing. I could not put it down' Claire Tomalin 'Frank, thought-provoking and uplifting. Will resonate with other people with MS, and also, so importantly, with their family and friends... an invaluable resource' The Times Literary Supplement

air force tongue and quill: The Devil's Dictionary (or The Cynic's Wordbook: Unabridged with all the Definitions) Ambrose Bierce, 2013-08-20 This carefully crafted ebook: The Devil's Dictionary (or The Cynic's Wordbook: Unabridged with all the Definitions) is formatted for your eReader with a functional and detailed table of contents. The book is a classic satire in the form of a dictionary on which Bierce worked for decades. It was originally published in 1906 as The Cynic's Word Book before being retitled in 1911. A number of the definitions are accompanied by

satiric verses, many of which are signed with comic pseudonyms. It offers reinterpretations of terms in the English language which lampoon cant and political double-talk as well as other aspects of human foolishness and frailty. The definitions provide satirical, witty and often politically pointed representations of the words that it seeks to define. The Devil's Dictionary has inspired many imitations both in its day and more recently. Ambrose Gwinnett Bierce (1842 - 1914?) was an American satirist, critic, poet, editor and journalist. Bierce became a prolific author of short stories often humorous and sometimes bitter or macabre. His dark, sardonic views and vehemence as a critic earned him the nickname, Bitter Bierce.

air force tongue and quill: *The Way the Crow Flies* Ann-Marie MacDonald, 2004 Madeleine learns about the ambiguity of human morality when a murder occurs on the air force base where she lives as a child and the lessons are reinforced years later when the search for the killer is renewed.

air force tongue and quill: *The Survivors Speak Truth* and Reconciliation Commission of Canada, 2015-05

air force tongue and quill: Mouth Quill Kaja Weeks, 2020-09-15 Mouth Quill's twenty-one poems narrate an intimate journey of universal themes-of ancestors, displacement, migration, longing, and connection. Drawn from the author's childhood familiarity with ancient poems of her heritage, the collection's title, mouth quill, is inspired by Finno-Ugric runic verse and refers to the singer's magical tool. The work unearths many such poetic concepts, creating organic metaphoric connections from the distant past to present; occasionally, the reader is invited into magical realism: becoming the spirit of an egg, carried by the sea to Iberia before plummeting below the Baltic Ice Lake to find the land mother will call home. Other poems display tragedies of history (war and displacement) and the effect of ancient world views-cataclysms, music and sacred nature-upon the author's childhood and present in the 21st century, completing a tightly knit, lyrical arc of identity.

air force tongue and quill: Radiance Grace Draven, 2014 Ildiko has always known her only worth to the royal family lay in a strategic marriage. Resigned to her fate, she is horrified to learn that her intended groom isn't just a foreign aristocrat but the younger prince of a people neither familiar nor human. Bound to her new husband, Ildiko will leave behind all she's known to embrace a man shrouded in darkness but with a soul forged by light. Two people brought together by the trappings of duty and politics will discover they are destined for each other, even as the powers of a hostile kingdom scheme to tear them apart.

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